



# The Individual and Family Support Program

## IFSP-Funding Training Video Link and Transcript



### IFSP-Funding Online Training Video:

#### How to Create a Draft Application



Watch this video at <https://youtu.be/y2Qu6APTxCQ>

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>> CARLY: Hello and welcome! Today I will be showing you how to draft an application for the Individual and Family Support Program's Funding Program.

I am using a test site today, but to access the application, you will go to [ifsonline.dbhds.virginia.gov](https://ifsonline.dbhds.virginia.gov). Once you get to the website, you are going to log in. If you have not already created a login, you must register here.

You will register by putting in your email, creating a password with at least eight characters in length, and utilize at least three of the following four special characters, alphabetical characters, numerical characters, and a combination of upper- and lowercase letters. Once you have registered, you will be able to log in. If you forget your password at any time, you can reset it by clicking here.

Once you have logged in, this is the screen that you will see. To draft an application, you will click “Application” in the top of your screen.

The first step is to check your eligibility. This is a new step to make sure that you or the person that you are the Responsible Party for is eligible for funding. You will enter the email for the Responsible Party, and again to confirm. You will enter the Applicant’s date of birth and Social Security Number. Please double check that the social security number and birthday is correct, and do not use any dashes. Then hit “Next.”

This is also a new step. This is to find out if the Applicant is currently receiving or is eligible to receive targeted case management and/or is receiving the CCC Plus Waiver service. Please note, your responses will not impact your eligibility for funding. The information gathered from your responses will assist us with future planning. Click the answer that matches the Applicant, and hit “Next.” This will bring up the Applicant Background Information from the Waiver Management System. Please confirm that it is correct. If you need to change any information, click one of these boxes. If it is correct, select “Next.”

The next screen will confirm the eligibility of the Applicant. As you will see here, the Applicant that I am applying for is eligible for IFSP-Funding. So I’ll hit “Save.” This is the screen you will see when you are ready to create a draft application. You will click “Create application draft” and this is where things will look more familiar. So go ahead and start with the Applicant Information. You will see that a lot of it is populated from the past step. You’ll complete the parts that have not been completed, like gender and confirming your CSB. Here, you will put the CSB point of contact name and email if you know it, and hit “Next.”

This will take you to Part II, or Responsible Party, the individual or person filling out this application on behalf of the Applicant who will be responsible for IFSP funds. Here, you will enter the first, middle, and last name, date of birth, Social Security Number without dashes, gender, the address, zip code and city. You will also add the best telephone number to reach the Responsible Party, and confirm your email address for correspondence. Once you’ve completed this section, you will hit “Next.” Since we selected that the person filling out the application or the Responsible Party is not the Applicant or the person on the DD Waiver Waiting List, you will need to fill out Part III, Relationship Information.

So here, I selected “I am a family member of a child or individual with a DD who is on a waiting list for services.” Next you will select “If you are a family member, does the individual live with you on a permanent basis.” You do not have to select that you live with the individual on a permanent basis, but if the answer is “No,” please give us details as to why not. Finally, you will select your relationship to the individual, and hit “Next.”

The next step is letting IFSP know what assistance and resources you receive. So please let us know how you learned about IFSP-Funding and any services and supports that you currently receive or use. Click “Next.”

This is where you will tell us about your needs. Please select the specific items or services or supports that are planned or anticipated to be needed over the next 12 months. If you need a reminder on the list of covered items or services, you can find them in the Program Guidelines. You can click [here](#), or you can find it on the [My Life, My Community website](#). Please include the estimated expense, and remember that the total requested amount cannot be greater than \$1,000. Click under “Need Category Type” to select the type that you need, and then put the requested amount. Here, I’m going to request mattresses and bedding for \$1,000. You can also add another need, but remember that the total requested amount cannot exceed \$1,000. I will show you how to do that now. So here, I have requested furniture and mattresses and bedding for \$500 each, which will equal \$1,000. Once you have completed this section, you can hit “Save As Draft.” You will not be able to submit your draft until the submission date.

This is the screen you will see once you have saved your draft application successfully. To view or make any changes during the Save a Draft period, go to your application in “My Applications.” Here you can “Resume,” or delete to start over.

>> Hello and welcome. Today I will be showing you how to submit your application for the Individual and Family Support Program’s Funding Program. Once you have logged in, you will go to the top of the screen and click “Application,” where you will go to “My Applications.” You will see the application you have drafted. IFSP Staff recommends that you confirm all the information is still correct.

Once you have made sure that your application is correct, you will be ready to hit “Submit.” When you click “Submit,” you will see a pop-up, which you should read carefully. And then once you have read the agreement, please click the box that says “I have read, understood and agree to the terms and conditions.” This will have you type your name to sign, and you will click “Submit.” If you have submitted your application successfully, you will see this screen and you will receive a confirmation email. You can also go to your applications and view that your application was submitted, as well as your application status.

Thank you so much for joining me, and we will see you on the submission date.

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